

Town of Milton

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AGENDA

Personnel Committee

Town Hall, 115 Federal Street

Tuesday, March 12, 2013 at 4:45 p.m.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Review and Approval of Minutes of 02/18/2013 Committee meeting
5. Old Business – Discussion and a possible vote on the following
 - a. Handbook changes incorporated by way of 3/4/13 Council Resolution
 - b. Detail of proposed Handbook changes to advance from committee, to Council (from pages 1 through 28 of the 9/10/2010 proposed Handbook Updates, reviewed at the 02/18/2013 Personnel Committee meeting)
 - 1.) Probationary period for new hires
 - 2.) Performance review frequency
 - 3.) Required notice for excused absences
 - 4.) Compassionate leave – eligible relations for extended term
 - 5.) Tuition Reimbursement policy
 - c. Performance Reviews to include Goals and Objectives
 - d. Accounting to include an accrual for the Paid Time Off liability
6. New Business – Discussion and a possible vote on the following
 - a. Review of pages 29 through 68 of the 9/10/2010 proposed Handbook Updates
7. Scheduling next meeting
8. Adjournment

Pursuant to 29 Del.C. § 10004(e)(2), Agenda items as listed may not be considered in sequence. This Agenda is subject to change to include additional items including Executive Sessions or the deletion of items including Executive Sessions, which arise at the time of the Meeting. Pursuant to 29 Del.C. § 10004(e)(4) this Agenda was prepared by the Town Manager and posted on March 4, 2013 at 4 p.m.